

Université Paris-Sud administrative registration (ONLY : not IOGS, CS, ENS-Paris-Saclay, etc)

ADMINISTRATION REGISTRATION AND RE-REGISTRATION FOR A DOCTORATE UNIVERSITY YEAR REGISTRATIONS 2019-2020

from September 2, 2019 to December 20, 2019.

Service des Études Doctorales Bât. 301 - 91405 Orsay cedex
Person in charge: Nathalie Bourdieu

NEWS FOR 2019-2020 : AS FROM SEPTEMBER 2ND, REGISTRATIONS ARE ONLY POSSIBLE BY APPOINTMENT AT THE FOLLOWING ADDRESS: SCOLARITE-DOCTORAT.SCIENCES@U-PSUD.FR

Administrative registration times:

Office 121,
Monday, Tuesday, Wednesday, Thursday 9am-12pm and 1pm-5pm,
on Friday 9am-12pm and 1pm to 4pm.

YOUR CONTACTS AT THE DOCTORAL STUDIES DEPARTMENT:

from A to H: Celine Roussas Tel: 01.69.15.15.42.83 - E-mail: celine.roussas@u-psud.fr

Public reception: Monday, Tuesday, Wednesday, Thursday 9am-12pm and 1pm-5pm and Friday 9am-12pm and 1pm-4pm

from I to N: Marie Christine MIGNIER Tel: 01.69.15.15.63.70 - E-mail: marie-christine.mignier@u-psud.fr

Public reception: Monday to Thursday 9am-12pm and 1pm-5pm and Friday 9am-12pm and 1pm-4pm

from O to Z: Thérèse TORO Tel: 01.69.15.42.84 - e-mail: therese.toro@u-psud.fr

Public reception: Monday, Tuesday, Thursday from 9am to 12pm and from 1pm to 5pm and Friday from 9am to 12pm and 1pm to 4pm

- **CVEC contribution:** ORE Orientation and Success of Students Act 2018-166 of 8 March 2018 art 12 :

In accordance with the provisions of this law, you must pay the CVEC contribution due each year by each student before his administrative registration. Or 91 € to be paid directly on the website messervices.etudiant.gouv.fr

- **You are a foreigner and you register for the first time in 2019/2020.**

Register directly with the CPAM of your place of residence, otherwise ask for specific health insurance from the student mutual insurance companies LMDE, SMEREP

- **Contract PhD students:**

You will depend on the general social security system. Amelie.fr

DOCUMENTS TO BE PROVIDED:

- 1st registration:

- Authorization for ADUM enrolment signed by the doctoral school (original) and validated by it in ADUM.
- Individual training agreement signed.
- Signed Doctoral Charter
- APOGEE Information Sheet
- Certificate of payment MANDATORY CVEC
- Certificate of civil liability
- A photocopy of a Master's degree or certificate of success
- Student card 2018/2019: for students enrolled in the French university system
- 1 recent passport photo (no photocopy).
- A means of payment (cheque or credit card): the amount of the doctoral registration fee is 380€ except in exceptional cases to be checked with the registration service.
- Copy of residence permit or visa

NB: your social security situation will be studied in person when you register

- Re-enrolment in 2nd and 3rd year:

Authorization for ADUM enrolment signed by the doctoral school (original) and validated by it in ADUM

Individual training agreement if amended

Certificate of payment MANDATORY CVEC

Student card 2018/2019

A means of payment (cheque or credit card): the amount of the doctoral registration fee is 380€ except in exceptional cases to be checked with the registration service.

Copy of residence permit or visa

- Re-enrolment beyond the 3rd year:

Defense before 31/12/2019 :

- Authorization for ADUM enrolment signed by the doctoral school (original), validated by it in ADUM and derogation request form beyond the 3rd year.
- Certificate of payment MANDATORY CVEC
- Student card 2018/2019
- You are exempt from paying the registration fee

Defense after 31/12/2019 :

- Authorization for ADUM enrolment signed by the doctoral school (original), validated by it in ADUM and derogation request form beyond the 3rd year
- Certificate of payment MANDATORY CVEC
- Student card 2018/2019
- A means of payment (cheque or credit card): the amount of the doctoral registration fee is 380€ except in exceptional cases to be checked with the registration service.